Utah STATE OFFICE of Education

Processing the Summer Graduate
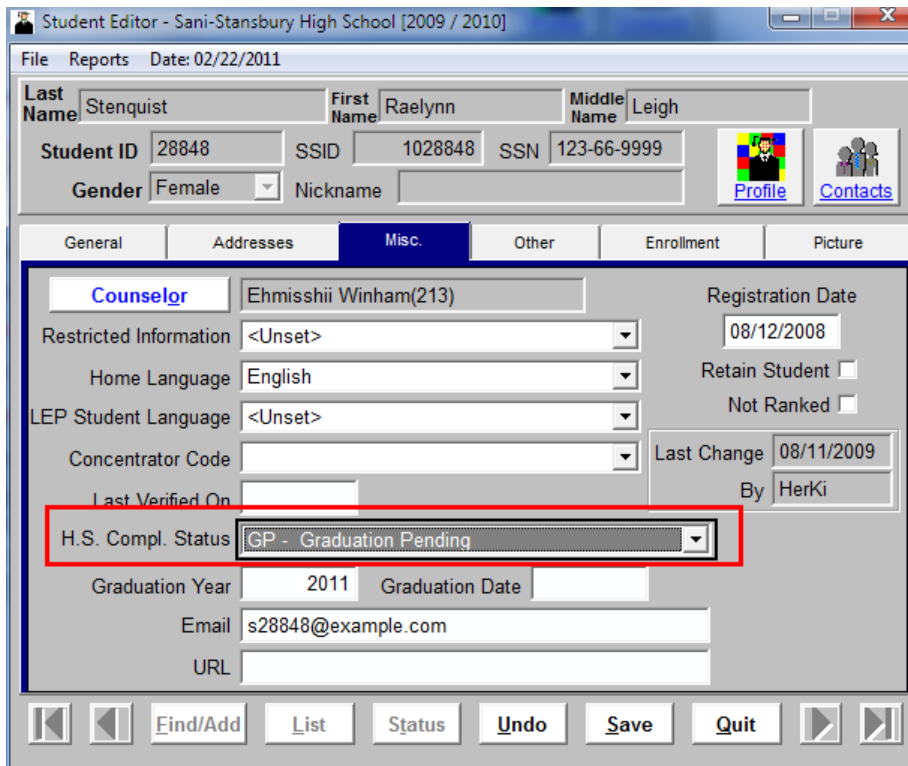
February, 2011

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In this tutorial you will learn how to provide accurate documentation in SIS when students do not graduate on time with their class. We'll cover recording the initial high school completion status and then recording the actual graduation, whenever that occurs. Most importantly, you'll see how to insure that the student is treated properly by the clearinghouse and doesn't cause clearinghouse errors for you.

NOTE: If a student was supposed to graduate over the summer but did not meet those requirements, the student will become an automatic drop-out for clearinghouse purposes and no follow up will be necessary.

Processing summer graduates is currently done in FoxPro and not on the web.

When Graduates Don't Complete the Requirements on Time

In all situations, if the student has not yet completed the requirements for graduation on time with their class, you must record a **High School Completion Status** of "GP" for Graduation Pending.

Go to the Student Editor screen, which is found under the Main Menu > Enrollment > Student Editor.
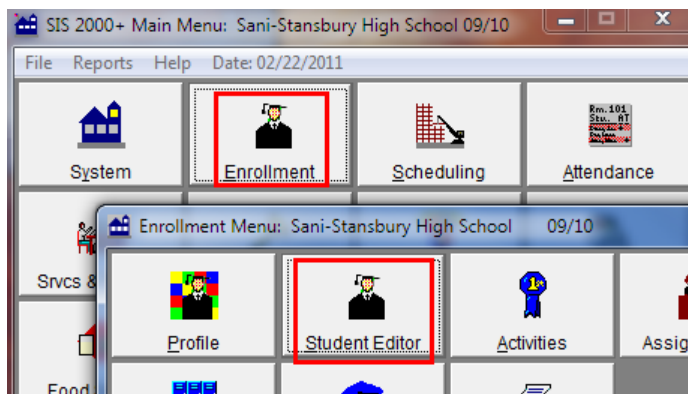
Do a search for the student. Then click on the student name and press **Select**.

Go the **Miscellaneous** tab and press **Edit**.

Look at the **High School Completion Status** drop-down.

Choose the code "GP" for graduation pending.

Leave the graduation date blank because there is no date at this point. Press **Save**.

When Graduation Requirements are met BEFORE the clearinghouse file is submitted

Now, we'll look at how to record the event when the graduation requirements are met before the clearinghouse file is submitted.

Let's consider the easiest situation first. The student does not graduate on the right day, the day that everyone else graduates, but does graduate PRIOR to your submitting the clearinghouse upload file. So, for example, the last day of school was June 4 and today is June 21, so we have not yet submitted the clearinghouse file. In this case, all you have to do is go to the **Miscellaneous** tab in the Student Editor screen, click **Edit** and type in the graduation date. At this point you can still change the **HS Completion Status** to GR. Press **Save**. You're done with this student.

The important thing here is that you have NOT yet submitted the clearinghouse file.

Everything in this tutorial is aimed at keeping your database records matching with your clearinghouse submission.

When Graduation Requirements are met AFTER you've submitted your clearinghouse file
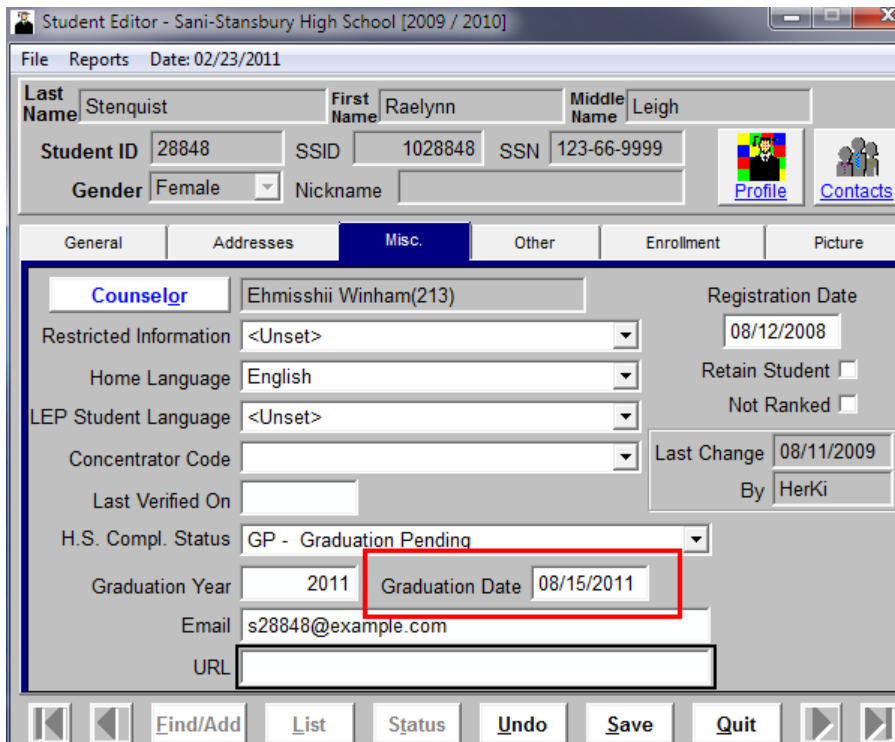
If a student graduates AFTER the clearinghouse file is submitted, an ES (Exit Status) record must be created. Two things will need to be done:

1. A graduation date must be recorded
2. An Exit Status (ES) record must be created.

If you HAVE NOT yet rolled over to the New Year

We'll start by recording the gradation date. If you **have not** rolled over to the New Year, you can stay in the current year and enter the graduation date.

Go into the Student Editor screen > Miscellaneous tab. Click Edit.

Enter the actual graduation date. Press **Save**.

DO NOT change the high school completion status once the clearinghouse edit has been submitted. You will be recording a changed completion status, but it will not be here.

Remember, because of the GP status in this year, you will have to close out the student's record in the new school year.

If you HAVE rolled over to the New Year

IF, on the other hand, you have already rolled over to the New School Year, the year after the student should have graduated, you'll do it a bit differently.

You would log in to SIS normally, into the New School Year. From the Main Menu, press **File** at the top > then **Switch Year**. That gives you the option of selecting the prior year.
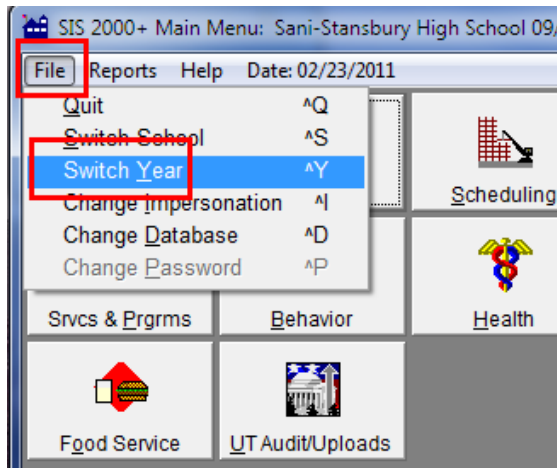
- Select the year and press **Select**.
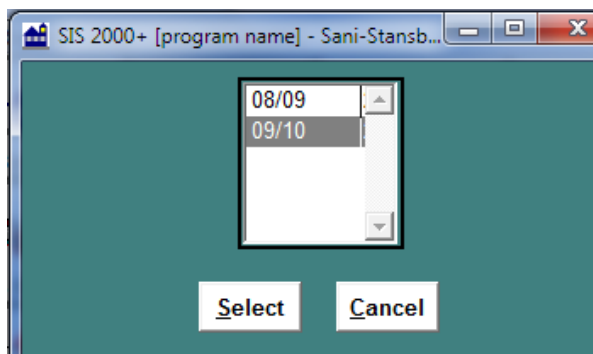
Now you're in the prior year.

- Go to the Student Editor. Look up the student.
- Go to the **Miscellaneous** tab. Press **Edit**.

- Enter the graduation date. Press **Save**.

You won't have the option to change the HS Completion Status. It will be grayed out.

Final Step
**The final step must be completed AFTER the year-end rollover for the year the student should have graduated and BEFORE submitting the October 1 clearinghouse file.

You'll be creating an ES (Exit Status) record for each student who was a summer graduate.

- If you are in the current year, go to the main menu screen, then File > Switch Year.

- Choose the prior year and press **Select**.

- Click Srvcs & Prgrms > Program History.
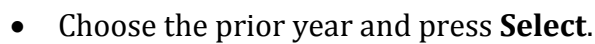
- Click **Find** to find the student.
- Click **Add**. Find ZES in the drop-down and press **OK**.

- On the General tab, in the **Entry Date** field, put in a date within the new school year. You can use the first day of school. Don't get confused here. The entry date is not the student's entry date into the school, but just the entry date into the special program.

- In the **Exit Date** field put in a date after October 1 of the new school year, like October 31. This date is for an exit date from the program history record.
- Choose an **Exit Code** (like X) and **Save**.

- On the Custom tab, enter a new graduation code here (like GR) and Save. This code will appear on the student's transcript.

REVIEW

1. Assign a "GP" High School Completion Status:

   "Student Editor/Misc. tab" (can be changed before submitting to Clearinghouse)

2. Record a Graduation Date:

   After rollover - record in NEW school year;

   Before rollover - record in student's actual graduation year

3. Create an Exit Status (ES) record: "Srvcs & Prgms/Program History" (Before Oct 1)